

Revised 01/03/07

RETIREE RECOGNITION PROCESS

Notify Brenda Ullrich, brenda.ullrich@ci.stpaul.mn.us or (651) 266-6535, in the Office of Human Resources that an employee is retiring and you need a plaque and/or a clock.

Please provide the following information:

- The employee's name, as you want it to appear on the plaque.
- The employee's start date.
- The employee's retirement date.
- The date you will be presenting the plaque to the employee, if different than the retirement date.
- The account code to which the clock should be charged (\$25.00). Please note the employee must have at least 20 years of service to receive the clock.

You will be notified when the plaque and/or clock is ready to be picked up.

CITY COUNCIL RECOGNITION OF RETIREE

If the employee has 20 years of service and wishes to be recognized by the City Council, please contact Mary Erickson at mary.erickson@ci.stpaul.mn.us or (651) 266-8565 for information on how to proceed.

IF YOU HAVE FURTHER QUESTIONS REGARDING THIS PROCEDURE, PLEASE CONTACT:

Brenda Ullrich – Office of Human Resources
(651) 266-6535